

# Visioneer OneTouch 5600 Scanner Installation Guide

FOR WINDOWS

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This equipment has been tested and found to comply with the limits for the class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and if not installed, and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try and correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

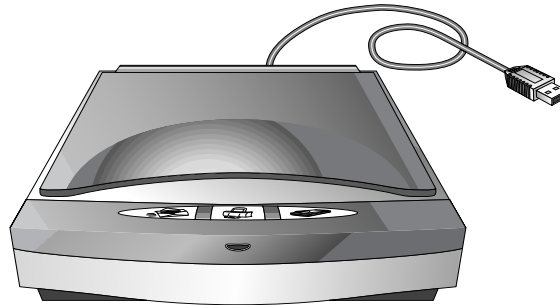
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## WELCOME

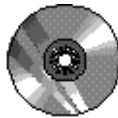
Congratulations on purchasing your Visioneer OneTouch 5600 USB scanner. With your scanner, you can quickly scan paper documents and color photos to place their electronic images on your computer.

## WHAT'S IN THE BOX

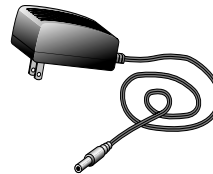
Before starting the installation, check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.



Visioneer OneTouch 5600 Scanner



Installation CD



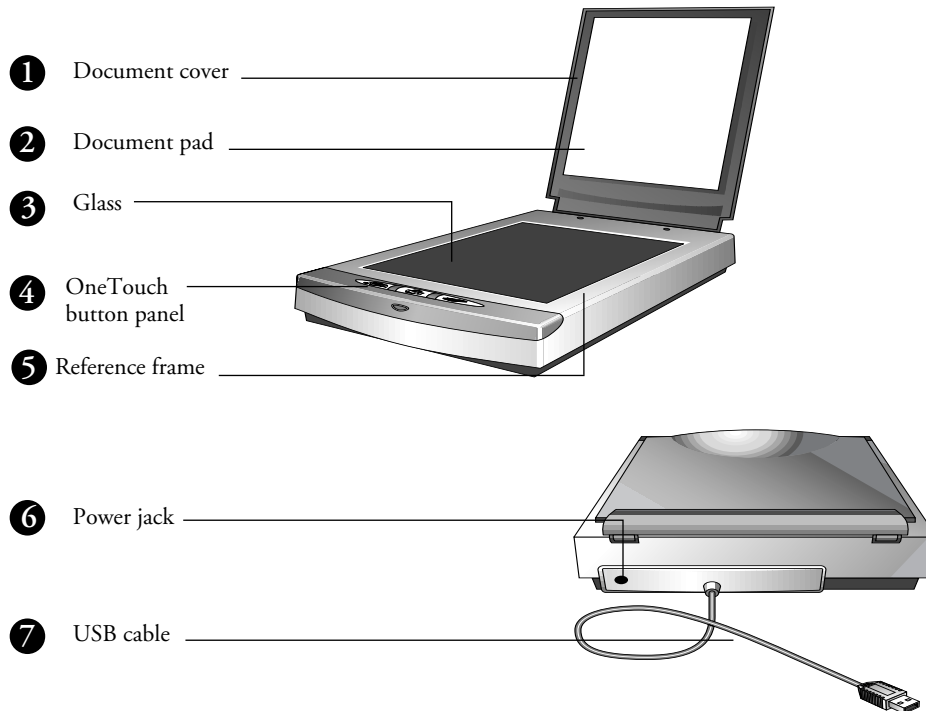
Power supply

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**Note:** The Installation CD also includes the *ScanSoft PaperPort Online Documentation*, the guide for the ScanSoft PaperPort software. You can print a copy from the CD to your printer.

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## THE VISIONEER ONETOUCH 5600 SCANNER



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- 1 **Document cover.** Close the document cover after placing items on the scanner glass.
  - 2 **Document pad.** Helps to secure the document in place on the scanner glass.
  - 3 **Glass.** Place items face down on the glass, aligned at the lower left corner.
  - 4 **Reference frame.** Place items face down within this frame. Markings for inches and centimeters appear along the border of the frame.
  - 5 **OneTouch buttons panel.** Press a OneTouch button to scan, email, or copy an item.
  - 6 **Power jack.** Plug the scanner's power supply into this jack.
  - 7 **Universal Serial Bus (USB) cable.** Plug this cable into your computer's USB port.

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**Note:** The scanner does not have an on/off switch. Simply press a button on the front of the scanner to start scanning an item.

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## WHAT YOU NEED

**To use the scanner and software, you need the following:**

- IBM PC (or 100-percent compatible) Pentium or equivalent
- Microsoft Windows 98, Windows 2000, or Windows Me
- One available Universal Serial Bus (USB) port on your computer
- 32 megabytes (MB) or more of available internal memory (RAM)
- 70 MB of free hard disk space
- A VGA or SVGA monitor. Recommended settings for your monitor are as many colors as possible—High Color (16-bit), True Color (24-bit or 32-bit). Set the resolution to at least 800 by 600 pixels. To set your monitor's colors and resolution, open the Windows Control Panel, double-click Display, and then click the Settings tab.
- A CD-ROM drive

## GETTING THE PAPERPORT ONLINE DOCUMENTATION

The Installation CD also includes your *PaperPort User's Guide*. This guide provides more detailed information about PaperPort's features. Please see the CD to view the manual. You can also print the manual from the CD.

## STEP 1: INSTALLING THE SCANNER SOFTWARE

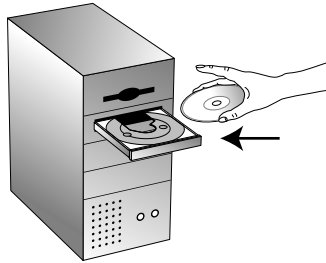
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**Note:** You must install the scanner software *before* connecting the scanner to your computer. Otherwise, the correct driver software for your scanner will not be installed and it may not work properly.

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### To install the scanner software:

1. Start Microsoft Windows and make sure that no other applications are running.
2. Insert the CD into your computer's CD-ROM drive. The CD automatically starts.



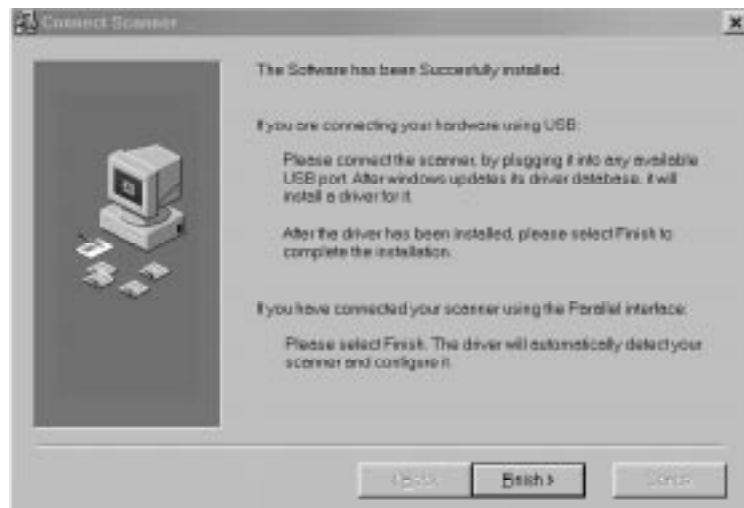
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**Note:** If the CD does not automatically start, make sure the CD drive's door is completely shut. If the CD still doesn't start, click the Windows icon that shows the drives on your computer. (Usually, the icon is named My Computer.) The window shows the drives available on your computer. Double-click the icon for your CD-ROM drive to see the list of files on the CD. Double-click the file named START32.EXE. The CD starts.

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3. When the CD window appears, click the **PaperPort Deluxe** button and follow the instructions on the screen to install the scanner software on your computer.

When you are finished installing the software, a message instructs you to connect the scanner to the computer.



4. Follow the steps in "Step 2: Connecting the Scanner" to connect the scanner. When you're finished, click **Finish** in the dialog box above.

## STEP 2: CONNECTING THE SCANNER

The Visioneer OneTouch 5600 scanner connects to any available USB port. Check your computer's manual for the USB port location.

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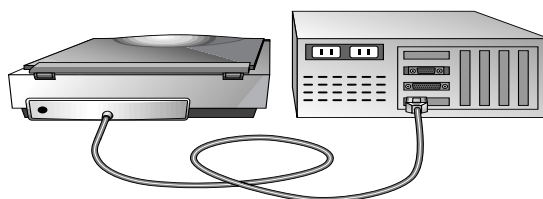
**Note:** You do not have to shut off the power to your computer when connecting the scanner to a USB port.

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**To connect your Visioneer OneTouch 5600 scanner:**

1. Plug the USB cable on the back of your scanner into any USB port on your computer.

If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

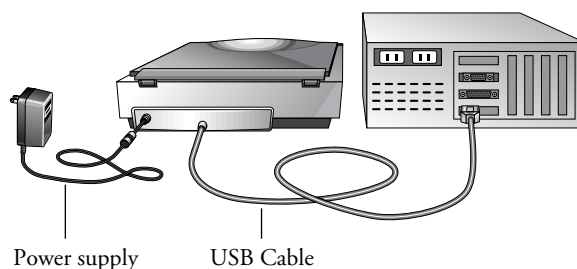


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**Note:** If you have not installed the software yet, unplug the cable from the computer and install the software now. When the software installation is complete a message tells you to connect the scanner.

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2. Plug the power supply cable into the jack on the back of the scanner, then plug the power supply into a wall outlet.



A progress message appears saying that the scanner has been found. The scanner is now correctly installed.

3. From the CD, install the other software applications.
4. When you are finished installing the other software, remove the CD from your computer and store it in a safe place.

## STEP 3: CHECKING OUT YOUR SCANNER

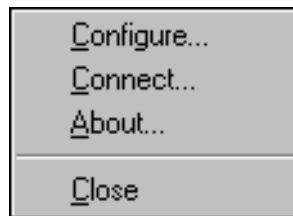
The Visioneer OneTouch 5600 scanner software comes with special software, called the OneTouch software, that allows you to use your scanner. The OneTouch software adds the scanner icon to the Windows taskbar (at the bottom right corner of the computer screen). If the scanner is properly connected, the scanner icon looks like the one in this figure.



If the icon has a red X through it, the scanner is not properly connected. See the next section, “If the Scanner Is Not Properly Connected,” for the steps to fix the problem.

### To check the status of the scanner:

1. Place the mouse pointer on the scanner icon in the Windows taskbar.
2. Right-click the icon. The shortcut menu appears.



3. Choose **About** from the shortcut menu.

A dialog box confirms that the scanner is properly connected.



4. Click **OK** to close the dialog box.

That's it. Your scanner is ready to scan.

See “Scanning: Three Ways” on page 10.

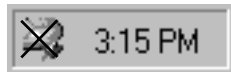
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**Note:** The scanning lamp under the scanner's glass needs to warm up before you can scan. A status message lets you know when the lamp is ready. The lamp then remains ready so you don't have to wait for it to warm up each time you want to scan. To conserve electricity and prolong the life of the scanner, you can set the length of time for the lamp to remain lit before powering down. See “Setting Preferences” on page 23.

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## IF THE SCANNER IS NOT PROPERLY CONNECTED

If the scanner icon on the Windows taskbar has a red “X” through it, the scanner is not properly connected.



Check for one of these possible problems:

- **Is a cable loose or not plugged in securely?** Inspect all cable connections. Make sure all the cables are plugged in securely.

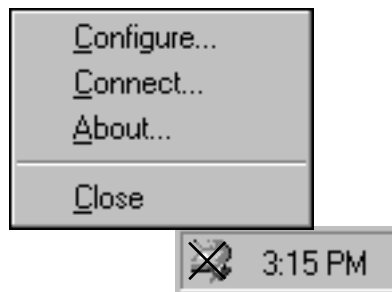
- **Is the scanner's power light on?** Turn on the scanner's power. If the light still doesn't come on, plug the power adapter into another electrical outlet.
- **Is the scanner's locking tab in the locked position?** Slide the locking tab to the unlocked position. If you tried to scan with the scanner locked, you must restart your computer after unlocking the scanner.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.

Please see the Readme file in the PaperPort directory on your computer's hard drive. The Readme file contains additional information that may help you diagnose problems connecting the scanner.

**To connect the scanner:**

1. After checking for all the above problems, right-click the scanner icon with the red X over it.

The shortcut menu appears.



2. Choose **Connect** from the shortcut menu.

The software finds the scanner and makes the connection. The scanner icon will no longer have a red X through it, and you're ready to begin scanning.

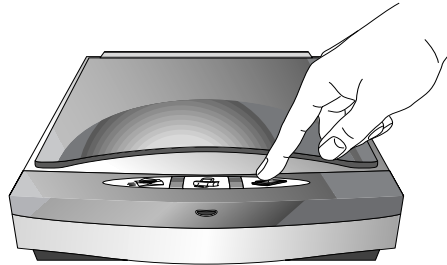
If you try all the troubleshooting procedures described above and in the Readme file, and the scanner icon still has a red X through it, you may have a malfunctioning scanner. Please see the technical support card that you received with your scanner for technical assistance telephone numbers. Also visit our web site at [www.visioneer.com](http://www.visioneer.com) for additional technical information.

## SCANNING: THREE WAYS

You can scan items by pressing a OneTouch button, by clicking a button on the screen, or from the PaperPort software (or other Twain software).

- **Scan with the scanner buttons.**

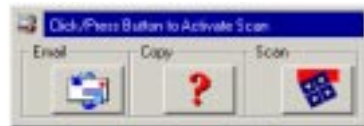
Press a button on the scanner's front panel. See **"Scanning by Pressing the OneTouch Buttons" on page 11**



- **Scan from the screen**



Click the scanner icon on the Windows taskbar. A panel representing the scanner buttons appears. Click a button on the panel on the screen. See **"Scanning from the Button Panel on the Screen" on page 12** for details.



- **Scan from the PaperPort software (or other Twain software)**



To scan from the PaperPort software, start the software, and then click the Twain icon on the PaperPort Command Bar. You can also scan from other Twain software.

See “Scanning from the PaperPort Software” on page 26 for details.

## SCANNING BY PRESSING THE ONE TOUCH BUTTONS

Pressing a scanner button scans the item, and then sends the image either to the printer, or to a software application on your computer.

### To scan by pressing a button on the scanner:

- Place an item to scan on the glass, face down, and press one of the scanner buttons.

The scanner starts scanning the item. A message just above the Windows taskbar shows the status of the scanning.



When scanning is complete, the status message also shows the destination application. In the sample below, the scanned image appears on the PaperPort Desktop.



During scanning, the scan progress window shows a small copy of the image, as illustrated by this example:



When the scan is complete, the scanned image appears in the destination software.

## SCANNING FROM THE BUTTON PANEL ON THE SCREEN

Scanning from the button panel on the screen is just like pressing a scanner button, except you click the button on the screen. The scanner scans the item, and then sends the image either to the printer, or to a software application on your computer. This method of scanning is especially helpful if the scanner is not located close to your computer.

### To scan from the screen:



1. Place an item to scan on the glass, face down, and click the scanner icon on the Windows taskbar.

The scanner button panel appears on the screen.



2. Click the button you want to use to scan.

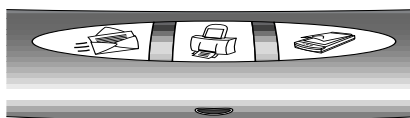
The scanner starts scanning the item; the messages about the scanning appear above the Windows taskbar; the progress window shows the image as it is scanned. When the scan is complete, the scanned image appears in the destination application.

The icons on the buttons indicate the destination application for the scanned image. For example, in the illustration above, the icon on the email button is for the email application, MS Outlook. When you click the email button, the item is scanned, and then MS Outlook opens. In this case, the scanned image automatically becomes an attachment to send with an email message.

A question mark icon on a button means your computer does not have an application that corresponds to that button's functions. For example, if your computer does not have an email application, the Email button will have a question mark icon on it.

## LEARNING ABOUT THE ONETOUCH BUTTONS

The OneTouch buttons are preconfigured to scan items at various settings, and then send the scanned image to a preselected software application—called the destination application. You can change the settings for each button. See “About the Configuration Dialog Box” on page 14.



The following table lists the scanner's preconfigured settings:

Button	Preconfigured Settings
Email	Scans the item as a color photo and attaches it to a new email message in your email application
Copy/Print	Prints the scanned item in black and white on your printer/copier at the printer/copier's default resolution
Scan	Scans the item as an 8.5" x 11" color page and displays it in PaperPort

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**Note:** If a button is not preconfigured, the Configuration dialog box appears when you press that button so you can configure it manually. For example, if your computer does not have email software installed, the Email button cannot be preconfigured.

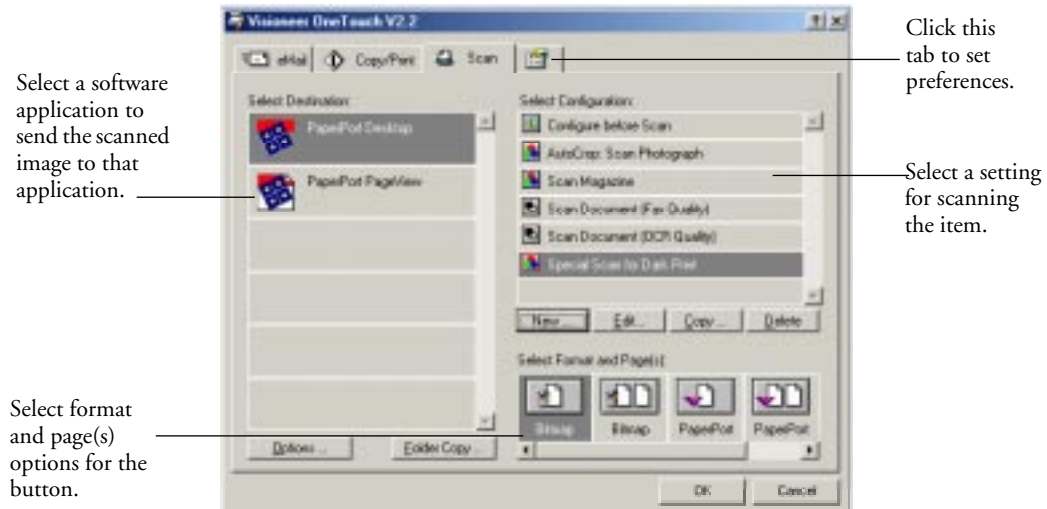
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## ABOUT THE CONFIGURATION DIALOG BOX

The Configuration dialog box shows the current settings for each scanner button.

The tabs across the top of the dialog box correspond to the buttons. Clicking a tab shows the current settings for the corresponding button on the scanner.

For example, the following figure shows the current settings for the Scan button because the Scan tab is selected. The Scan button is set up to scan the item with the configuration named Special Scan for Dark Print, and then after the scanning is finished, to open PaperPort to display the scanned image. The Format and Page(s) setting is to scan as a bitmap for a single page item.

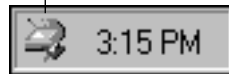


See “Setting Preferences” on page 23 to set Preferences.

### To display the Configuration dialog box:

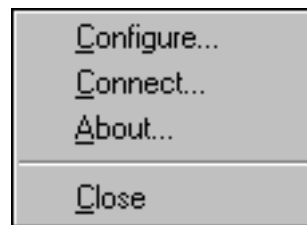
1. Right-click the scanner icon.

Scanner icon



The shortcut menu appears.

2. Choose **Configure** from the shortcut menu.

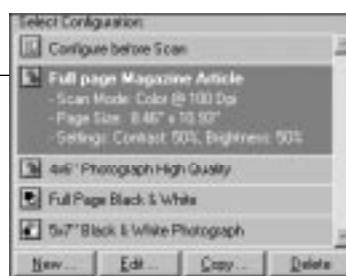


The Configuration dialog box appears. The options on the Configuration dialog box are:

**Select Destination**—the list of applications that can open to display the scanned image. Select the application that you want to automatically open to display or process the scanned image.

**Select Configuration**—the list of the button's scan configurations. The configuration settings include: color, black and white, or grayscale, resolution in dots per inch (dpi), page size, brightness, and contrast. To see the details about a configuration, click its icon in the list. Click the icon again to close the detailed information.

Clicking an icon expands the configuration to show its settings —



**Select Format and Page(s)**—a set of options for selecting a format for the scanned image and whether to scan a single page or multiple pages. The formats are bitmap and PaperPort. Use PaperPort for scanning any item. Bitmaps are usually for photos or artwork. The page icons represent single or multiple page scanning.

Scan single page



Scan multiple pages

Scan multiple pages and stack them on the PaperPort Desktop

**Properties**—displays a dialog box for selecting options about the destination application for the scanned image. Each destination application has its own properties dialog box.

**Folder Copy**—displays a dialog box for selecting the folder to use for storing a copies of the scanned images.

## GETTING HELP IN THE CONFIGURATION DIALOG BOX

You can get help with the scanner's features or any of the options on the Configuration dialog box using either of the following methods:

- When the Configuration dialog box is displayed, press the **F1** key on your keyboard
- Click the Help button at the top right corner of the Configuration dialog box

## SELECTING NEW OPTIONS FOR THE BUTTONS

You can select a new destination application, configuration, and image format for a scanner button to optimize it for the type of scanning you want to do. You use the Configuration dialog box to select new options.

### To select new options for a scanner button:

1. Press and *hold down* the button that you want to change. The Configuration dialog box appears.

The tab of the button whose options you want to change is already selected. If the tab is not selected, click it.

You can also right-click the scanner icon in the Windows taskbar to see the shortcut menu, and then choose **Configure** to display the Configuration dialog box.

2. Scroll the list of applications in the Select Destination list and click the new application you want to use to view and work with the scanned image.

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**Note:** If you select a word processing program such as Microsoft WordPad or Microsoft Word and a configuration for OCR, the text in scanned images is automatically converted to word processing text by the optical character recognition (OCR) software that you receive with the scanner. The converted text then appears in the selected destination application.

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3. Click a selection in the Select Configuration list to choose a new scan configuration for the selected scanner button.

The configurations in the list are preset for the application you select in the application list. If you select another application, the configurations are for that application.

If you want to select a configuration prior to scanning, click the option, Configure before Scan. When you press a scanner button, the Visioneer Scan Manager dialog box appears first and you can select a configuration before scanning. See “Scanning an Item Using the Twain Button” on page 27 for details.

4. Select one of the Format and Page(s) options for the button.
5. Click **OK**.

Now when you press the scanner button, it scans the image using the new configuration settings and displays the scanned image in the new destination application.

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**Note:** The Configuration dialog box is also available from the scanner icon on the Windows taskbar. Click the icon to see the scanner buttons panel. Click a button on the panel with the right mouse button. (Don't click with the left mouse button because clicking with the left mouse button starts scanning.) The Configuration dialog box appears.

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## CREATING NEW CONFIGURATIONS

You cannot change settings such as brightness or contrast of the preset configurations. To scan with settings other than those offered by the preset configurations, you must first create a new configuration and then use it to scan.

To create a new configuration click the New button. You can also click Copy to copy a preset configuration, change its settings, and then save it under a new configuration name.

## ADJUSTING SCAN SETTINGS AND PAGE SETTINGS

When scanning using a configuration that you created yourself, you can adjust that configuration's scan settings and page settings. For example, if the scanned image is too dark, you can adjust the brightness of the scan setting.

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**Note:** You cannot change the scan settings or page settings for any of the predefined scan configurations. You can only adjust settings for scan configurations that you create yourself. See the section above, "Creating New Configurations".

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### To adjust the scan settings and page settings:

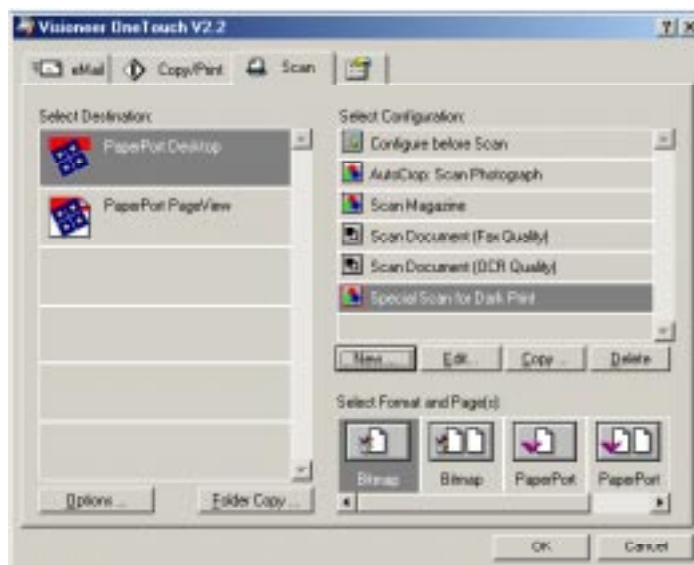
1. Press and hold down a button on the scanner.

The Configuration dialog box appears.

The selected tab on the dialog box corresponds to the button you pressed. You can click the other tabs for the other buttons.

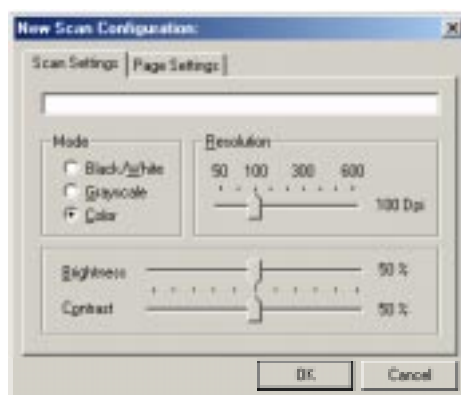
2. In the Select Configuration list, click the configuration that you want to adjust.

For example, the following figure shows a configuration named Special Scan for Dark Print (which you would have created earlier).



3. Click the **Edit** button.

The dialog box appears for adjusting the scanning settings of the selected configuration.



4. Adjust the scan settings that you want.

**Mode**—Select Black/White to scan in black and white. For example, letters and memos are usually scanned in black and white. Select Grayscale to scan items such as documents containing drawings or black and white photographs. The scanning produces an image in varying shades of gray. Select Color to scan color photographs and other color items.

**Resolution**—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

**Brightness and Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black/White mode.

5. Click the Page Settings tab to adjust the scan page settings.



**Page Size**—Choose a page size from the drop-down list. The outlines on the picture represent the various page sizes. Clicking one of those outlines also selects it as the page size for the scan. If

you select the Custom option from the drop-down list, boxes appear in place of the picture. Enter the horizontal and vertical page dimensions in the boxes.

**AutoCrop**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you put a photo in the middle of the glass, the scanner will automatically determine the size of the photo. When AutoCrop is selected, the scanner makes two passes—the first pass senses the item's size, and the second pass scans the image. This option overrides the Page Size menu selection.

**DeScreen**—Select this option when scanning a picture from a newspaper or magazine article, or other item that contains images with patterns or dots. Scans of patterns or dots sometimes have a distorted or wavy appearance. The scanner scans the item to compensate for the patterns and dots, and produces a clearer image. The scanning may slow down a bit when this option is selected. You don't need to select this option when scanning photographs. The DeScreen setting does not apply to the Black/White mode.

**Gamma**—Drag the slider to improve how the colors in a scanned image look on your monitor. Gamma correction allows you to achieve precise color matching. Because the computer cannot always transmit the exact color information to the hardware, you may have to make some color adjustments using the Gamma feature.

The default Gamma setting works fine in most cases and normally does not need to be adjusted.

6. Click **OK**.

The Configuration dialog box reappears. Make sure the configuration you just defined is selected.

7. Click **OK** on the Configuration dialog box.

The new configuration and its adjusted settings now apply to the button whose tab is selected at the top of the Configuration dialog box.

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**Note:** If you select the Copy/Print button, the dialog box for editing and adjusting the settings will have a Device tab for selecting options for a printer or copier. See the Help for more information.

---

## SETTING PREFERENCES

The preferences apply to each button and to the scanner.

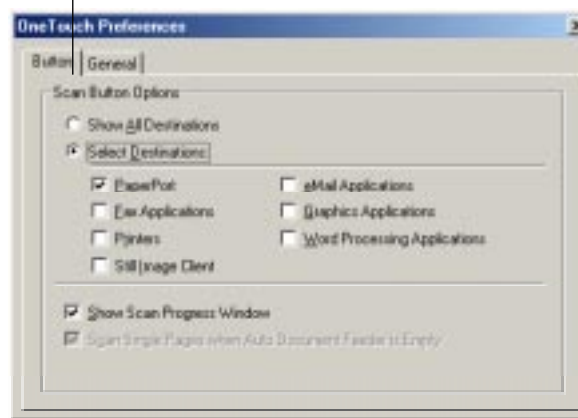
### To set preferences:

1. On the Configuration dialog box, select the tab for a button to set its preferences.
2. Click the Preferences tab on the Configuration dialog box.



The Preferences dialog box appears. The dialog box shows which button you selected for new preferences.

The name of the button to receive new preferences



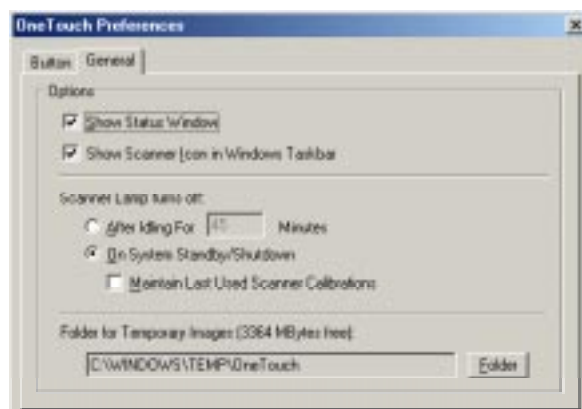
If the Button tab on the Preferences dialog box is not selected, click it.

**Show All Destinations**—Clicking this option automatically selects all the destination applications categories. When you click the button's tab on the Configuration dialog box, its list of destination applications include all of the applications on your computer that fall into these categories. For example, the destination applications for the email button are usually email applications. By selecting the Show All Destinations option as the preference for the email button, all the other types of applications are included in the list of email destination applications.

**Select Destinations**—Select this option to individually choose the types of applications to include in the button's list of destination applications. Click in the boxes for the types of applications to include in the button's list.

**Show Scan Progress Window**—Select this option to see the window that shows a rendition of the image during the scanning. See the sample on page 12.

3. Click the General tab to set preferences for the scanner.



**Show Status Window**—Select this option to see the small window at the bottom right corner of the screen that shows the status of the scanning and other information as shown in this sample:



**Show Scanner Icon in Windows Taskbar**—Select this option to see the small icon representing the OneTouch scanner in the Windows taskbar



**Scanner Lamp turns off**—These options control when the scanner lamp powers goes off.

**After idling for xx minutes**—Select this option to automatically turn off the lamp if the scanner hasn't been used for the specified time. This option saves energy and extends the lamp's life. Click in the box and enter the number of minutes for the lamp to remain idle before turning off. If you scan when the lamp is off, it warms up before scanning resumes.

**On System Standby/Shutdown**—Select this option to turn off the lamp when you turn off your computer, or when the computer's energy saver option automatically puts the computer into standby mode.

**Folder for Temporary Images**—Click the Folder button and then select a folder for the scanner's temporary images. During scanning, a temporary file contains scan information about the image. Because temporary image files can sometimes be large, select a folder that has sufficient disk space available.

4. Click **OK**.

## SCANNING FROM THE PAPERPORT SOFTWARE

Instead of using a scanner button, you can scan directly from the PaperPort software. This is particularly helpful when you're using PaperPort to file and save your scanned items.

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**Note:** You can also scan directly with other software that meets the Twain standards for scanning, which includes many graphics and imaging applications available for your computer. The following steps explain how to set up and scan from the PaperPort software but you use the same basic processes with other Twain software.

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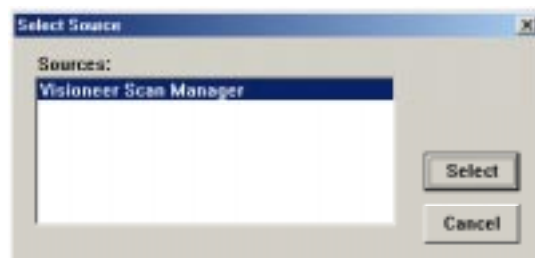
### SETTING UP THE SCANNER

To scan from PaperPort, you must first do a one-time-only set up of the software.

#### To set up the scanner:



1. If the PaperPort software isn't currently running, double-click the PaperPort icon on the Windows Desktop to start it. The PaperPort Desktop appears.
2. From the **File** menu, choose **Select Source**. The Select Source dialog box appears, listing all Twain devices installed on your computer.



Twain devices include scanners, digital cameras, and other equipment that can capture images for your computer. Twain is a standard method that computers use to receive images from those devices.

3. Choose the **Visioneer Scan Manager**, and then click **Select**.

Your scanner is now set to scan.

---

**Note:** You don't need to complete Steps 2 and 3 again, unless you change the selected source to another Twain device.

---

## SCANNING AN ITEM USING THE TWAIN BUTTON

### To scan an item:



1. If the PaperPort software isn't currently running, double-click the PaperPort icon on the Windows desktop to start it.

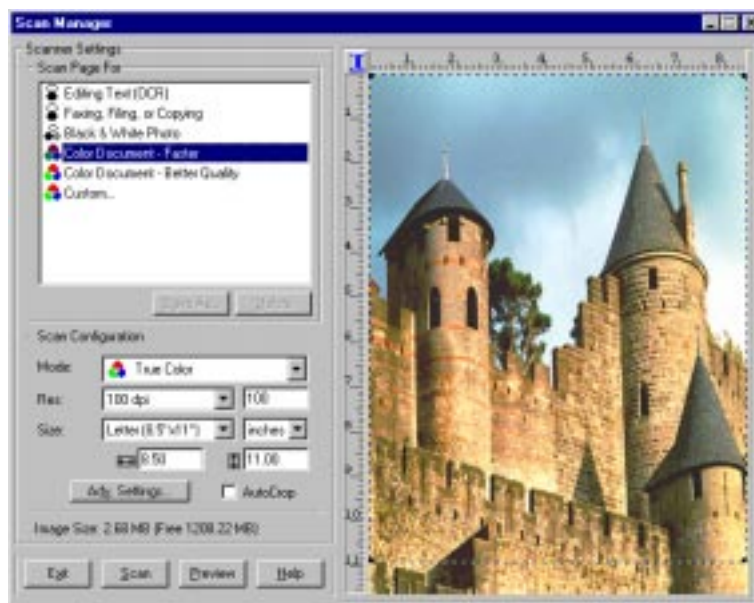
The PaperPort Desktop appears.

2. Open the scanner cover, place the item you want to scan face down aligned at the lower left corner of the scanner glass, and close the cover.



3. Click the **Twain** icon on the PaperPort software's **Command Bar**, or choose **Acquire** from the **File** menu.

The Scan Manager appears.

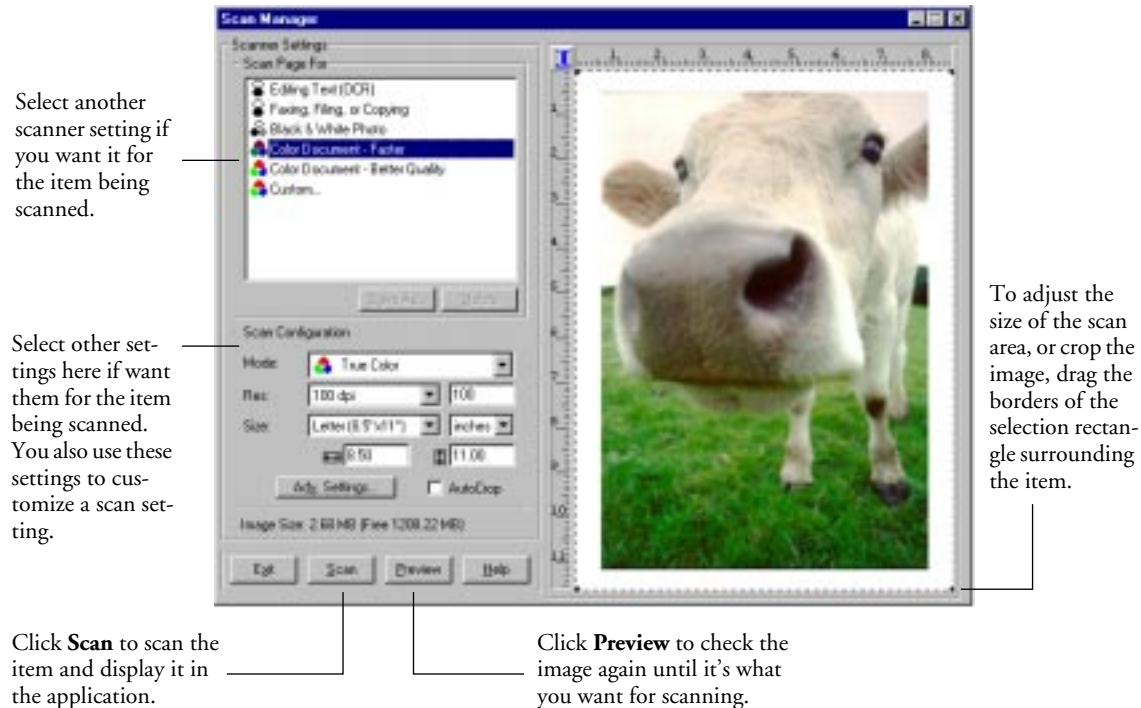


4. From the list of Scanner Settings labeled “Scan Page For,” select the most appropriate setting for the item you’re scanning. In the example above, the selected setting is “Color Document-Faster.”
5. Click the **Preview** button.  
The scanner scans a preview of the item and displays it in the Scan Manager. In the example on the next page, the picture being scanned is a close-up of a friendly cow.
6. You can now fine-tune the options on the Scan Manager for the item you’re scanning.

---

**Note:** For additional details about the Scan Manager’s features click the **Help** button on the Scan Manager.

---



7. Check the preview image. If you want to change the scanner setting for the item, click one of the options in the list to “Scan Page For.”

For example, to scan a black and white image instead of a color photo, select Black & White Photo in the list.

See the table in the section “Selecting a Predefined Scanner Setting” on page 31 for a description of these predefined settings.

8. Select the area of the item you want to scan.

When you preview an item to scan, the selection rectangle around the image indicates the scan area. However, you may want to select only a certain area of an item to scan. Selecting an appropriate scan area can result in a faster scan and a smaller file size.

The scanned image’s file size and available space on your computer’s hard drive are shown at the bottom left side of the Scan Manager.

9. To select the area to scan, drag the borders of the selection rectangle surrounding the preview image to reduce or enlarge the area.
10. If you want to preview the item again with the new settings, click the **Preview** button again on the Scan Manager.
11. When you are satisfied with the preview image, click the **Scan** button on the Scan Manager.

The scanned item appears as a thumbnail image in the ScanSoft PaperPort Desktop.

Thumbnail image



## ADJUSTING SCANNER SETTINGS

You can adjust the scanner settings to fine tune the scanned item. This section tells you how to:

- Select a predefined scanner setting.
- Select scan configuration options.
- Customize a scanner setting.
- Adjust the brightness and contrast.
- Select the area of the item you want to scan.

## SELECTING A PREDEFINED SCANNER SETTING

In the Scan Manager, you can select one of the predefined scanner settings from the list “Scan Page For.” The settings are described in the following table.

Scan Page For	Default Setting	To Scan	Description
Editing Text (OCR)	Black-and-white 300 dpi	Business letters, contracts, memos, and other documents that you want to edit	Enhances the use of OCR software for converting item text to editable text. Provides higher quality and a larger file size than the Faxing, Filing or Copying scan setting.
Faxing, Filing, or Copying	Black-and-white 200 dpi	Newspaper and magazine articles, receipts, forms, and other text items	Provides the fastest scan time and smallest file size.
Black & White Photo	Grayscale 100 dpi	Black-and-white photos	Provides the best setting for black-and-white photos.
Color Document—Faster	Color 100 dpi	Color pages with many graphics, or mixed graphics and text, line art, or photos that require a quick scan	Creates a reasonable scanned color item in a file that is not too large. This is the scanner’s default setting.
Color Document—Better Quality	Color 200 dpi	Photographs and color items	Provides the ideal setting for color items, item editing, desktop publishing, and high-quality output. Results in a color scan with slower scan time and a larger file size.
Custom	Color 100 dpi	Any item	You select all the options for scanning. Also used to create and add a new scan setting to the list.



Color Grayscale B&amp;W

Selecting the proper scanner setting before scanning produces the best results for a scanned item. The scanner setting determines the resolution of the item and the number of possible shades of gray or color. The symbols next to the setting names indicate the scan mode—color, grayscale, or black and white. The scanner settings affect the speed of the scan and the file size. The Scan Manager shows the approximate file size of a scanned item to help you decide whether to use a particular scanner setting.

---

**Note:** Your scanner is initially set to scan with the setting Color Document—Faster. To scan at a higher resolution, select Color Document—Better Quality. Note, however, that scanning at a higher resolution creates a larger file size, takes longer to scan, and may not print any better. To minimize the file size and the time required to get a better quality scan, select just the area of the item that you want to scan. For more information about selecting the area of an item, see “Selecting the Area of the Item You Want to Scan” on page 35.

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## SELECTING SCAN CONFIGURATION OPTIONS

The scan configuration options provide you with additional settings when scanning an image. Note that when you select one of the predefined scanner settings, these options show what is already selected for that setting, but you can change them as you wish.

The options are:

**Mode**—Shows the scan mode such as color, grayscale, and black-and-white. Click the drop-down arrow to see your choices for the scan mode. The symbols next to the selections indicate their mode setting. Choose one of the modes for scanning from the list.

**Res**—This is the resolution setting for the scan in dots-per-inch (dpi). The higher the dpi, the sharper the image. But higher dpi settings also produce larger files sizes. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork. Click the drop-down arrow and choose one of the resolution settings from the list.

**Size**—The page size for the image. If you want to use one of the preset sizes, click the drop-down arrow and choose the size from the list. If you want to create a custom size, click on the picture window and drag the mouse. A dotted box on the window indicates the page size, and the two number boxes—with the vertical and horizontal symbols next to them—show the actual page size in inches. You can also enter the vertical and horizontal sizes in those two number boxes. To set the units for the sizes, click the drop-down arrow for the size units. The choices are inches, cm (for centimeters), and pixels.

**AutoCrop**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you put a photo in the middle of the glass, the scanner will automatically determine the size of the photo. When AutoCrop is selected, the scanner makes two passes—the first pass senses the item's size, and the second pass scans the image. This option overrides the selections for Size.

**Adv. Settings**—Click this button to see advanced settings for scanning. See the online Help information for details about the advanced settings.

## CUSTOMIZING A SCANNER SETTING

You can create custom settings to add to the list of options on the Scan Manager.

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**Note:** Predefined settings cannot be customized.

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### To create a new scanner setting:

1. In the **Scan Page For** options, select **Custom** to create a new scanner setting.
2. In the **Scan Configuration** options, select the options you want for your custom setting.
3. If you want to adjust the advanced settings for your custom setting, click the **Adv. Setting** button. Click the **Help** button to see more information about the advanced settings.

4. Click the **Save As** button.

The Save As dialog box appears.

5. Type a name for the new scanner setting.
6. Click **Save**.

The new setting is added to the list of “Scan Page For” options at the top of the dialog box.

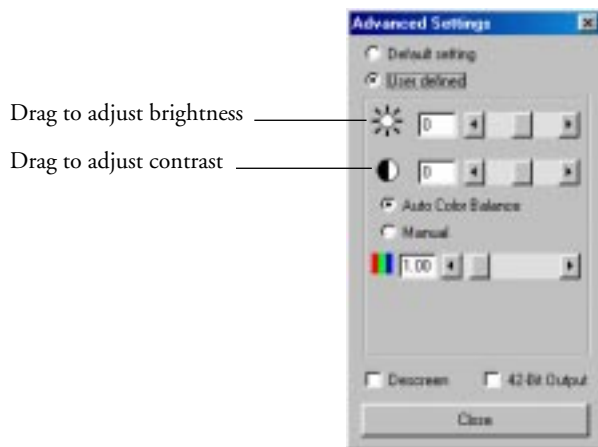
## ADJUSTING THE BRIGHTNESS AND CONTRAST

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

You can adjust the brightness and contrast at which grayscale and color items are scanned. You can also adjust the brightness for black-and-white items.

### To adjust brightness and contrast:

1. Click the **Adv. Settings** button on the Scan Manager. The Advanced Settings dialog box appears.



2. Select the **User Defined** option.

3. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.
4. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.
5. Click **OK** on the Advanced Settings dialog box.

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**Note:** For more detailed information on advanced settings, click the **Help** button on the Scan Manager.

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## SELECTING THE AREA OF THE ITEM YOU WANT TO SCAN

When you preview an item to scan, the selection rectangle around the image indicates the scan area. However, you may want to select only a certain area of an item to scan. Selecting an appropriate scan area can result in a faster scan and a smaller file size.

### To select the area you want to scan:

1. Click the **Preview** button. An image of the scanned item appears in the Preview area. A selection rectangle shows the current scan area.
2. (optional) In the **Scan Configuration** settings, select the units of measure you want to use for the scan area. You can select either inches, centimeters, or pixels.
3. To change the dimensions of the rectangle, click the rectangle, and then drag the borders of the rectangle to resize it. This effectively allows you to crop the item. The dimensions of the selected area appear in the Scan Configuration settings.

You can also type length and width dimensions directly into the boxes that show the dimensions of the selection area. Use this process to produce a precise scan area size.

4. To position the rectangle over the area you want to scan, click and hold the left mouse button and drag to the location desired.
5. Click the **Scan** button to scan the image.

## **CLEANING THE SCANNER GLASS**

Scanning items that have excessive amounts of dirt or dust may dirty the glass. To ensure the best quality scanned item, wipe the scanner glass with a soft clean cloth to rid the glass of dust or other debris.

## VISIONEER ONE TOUCH 5600 SCANNER SPECIFICATIONS

<b>Bit Depth</b>	42-Bit color (internal), 12-Bit gray (internal), 1-Bit line art/text
<b>Scanning resolution</b>	Optical resolution: 600 x 1200 dpi
<b>Maximum Item sizes</b>	8.5 x 11.69 inches (21.6 x 29.7 cm)
<b>Scanner dimensions</b>	
Height	3.7 inches (8.95 cm)
Width	11.4 inches (29.0 cm)
Length	17.5 inches (45.0 cm)
<b>Weight</b>	5.95 pounds (2.66 kg)
<b>Operating temperature</b>	50°–104° F (5°–35° C without condensation)
<b>Relative humidity</b>	20%–80% (@35° C without condensation)
<b>Power supply</b>	
Input voltage/frequency	100 Vac, 50/60 Hz (Japan) 120 Vac, 60 Hz (North America) 230 Vac, 50 Hz (Europe)
Output voltage/watt	12 V DC, 15 watt maximum
<b>Safety and agency certifications</b>	UL, ULc, FCC Class B, VCCI Class B, CE
<b>Hardware warranty</b>	One-year limited warranty